February 28, 2012

MEMORANDUM

TO: The Steering Committee
FROM: Provost Kim A. Wilcox
RE: Agenda Item, University Council

I am requesting that two items be added to the agenda for the upcoming University Council meeting on March 27, 2012:

1. Change to the Code of Teaching Responsibility
2. Change to the University Policy, Integrity of Scholarship and Grades

Changes reflect the discussions of the Ad Hoc Task Force on Assessment, University Committee on Undergraduate Studies and University Committee on Graduate Studies regarding the role of faculty and students in maintaining the integrity of assessment practices. The University Curriculum committee also commented on the recommended changes.

I endorse these changes and ask that they be considered at the upcoming University Council meeting.

Thank you.
UCUS recommended changes (in red) to sections two and three of the:

Code of Teaching Responsibility - Faculty Handbook

2. Course syllabi: Instructors shall be responsible for distributing a course syllabus (either in print or electronic form) at the beginning of the semester. The syllabus shall minimally include:

- instructional objectives;
- instructor contact information and office hours;
- grading criteria and methods used to determine final course grades;
- date of the final examination and tentative dates of required assignments, quizzes, and tests, if applicable;
- attendance policy, if different from the University attendance policy and especially when that attendance policy affects student grades; and
- required and recommended course materials to be purchased, including textbooks and supplies; and
- any required proctoring arrangements to which students must adhere.

3. Student Assessment and Final Grades: Instructors shall be responsible for informing students, in a timely manner so as to enhance learning, of the grading criteria and methods used to determine grades on individual assignments. Instructors shall be responsible for assessing a student's performance based on announced criteria and on standards of academic achievement. Instructors shall submit final course grades in accordance with University deadlines. Assessment methods should be appropriate to the learning objectives of the course. In that context, instructors are expected to take reasonable steps to create an assessment environment that promotes academic integrity. When proctoring or other security measures are necessary to ensure integrity of assessments, then such measures should be administered in a manner consistent with the design and delivery of the course.
1. The principles of truth and honesty are recognized as fundamental to a community of scholars. The University expects both instructors and students to honor these principles and, in so doing, to protect the validity of University education and grades. Practices that maintain the integrity of scholarship and grades include providing accurate information for academic and admission records, adherence to unit-approved professional standards and honor codes, and completion of original academic work by the student to whom it is assigned, without unauthorized aid of any kind. To encourage adherence to the principles of truth and honesty, instructors should exercise care in planning and supervising academic work, and implement proctoring standards appropriate to the design of the course.